

SYSTEM OF REGULATIONS

FOR THE

STATE LUNATIC HOSPITAL,

Worcester, Mass.

WORCESTER :
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DUTY OF OFFICERS.

SUPERINTENDENT.

The Superintendent shall have the general superintendence of the Hospital and grounds, the charge of the patients, and the direction and control of all persons therein, subject to the regulations of the Board of Trustees.

He shall visit all the patients daily, or when he may deem it injurious, he shall learn their condition daily, or as much oftener as may be necessary, and shall direct such medical, moral, and physical treatment, as may be best adapted to their relief, giving the fairest trial to kind and moral management.

He shall cause to be kept a record of the name, age, and residence, of each patient, time when received, and removed, whether cured or relieved, whether eloped or dead, and if dead,

from what cause. At each monthly visit, he shall exhibit all the records of the Institution, the general state of the Institution, the names of persons received or removed, with such suggestions and remarks, as he may deem useful, and at the annual meeting of the Trustees, he shall give a tabular view of the Institution for the year, deduced from the records of the same.

He shall, from time to time, give to all persons employed at the Hospital, such instructions as he shall judge best adapted to carry into full operation all the rules and regulations of the same, and shall cause such rules and regulations to be strictly and faithfully executed, taking care, that the Steward and Matron, and all others employed about the Hospital, perform particularly all the duties required of them.

STEWARD.

Under the Superintendent's direction, the Steward shall purchase furniture, fuel, stores, and other necessary articles; shall be responsible for the economical use and expenditure of the same.

He shall keep clear and methodical and exact accounts of all receipts and expenses, and of all charges on account of any patients, and submit the same and the vouchers thereof, to the Treasurer once a quarter, and as much oftener as he shall require.

In the name and behalf of the Superintendent, and by his direction in each case and not otherwise, he shall hire attendants and domestics, and agree with them for their wages, and by like direction shall dismiss them when unfaithful, negligent, or incompetent, and shall settle their accounts, and perform such other duties in relation to the internal arrangements and government of the Hospital as shall be required of him by the Superintendent. He shall constantly observe the conduct of the attendants and domestics, and see that in all respects they do their

duty, and forthwith report to the Superintendent any instance of misconduct or negligence.

It shall be the duty of the Steward to remain in the wing appropriated to meals, to be in the presence of the boarders (patients) as much as possible, to see that they are kindly treated, that their clothes are taken care of, that their food is properly served and distributed, and that they take the same in a proper manner; that the rooms, galleries, yards, and other apartments under his care, are kept clean and in good order, and properly warmed and ventilated, and that the male attendants observe his orders and directions, and in all respects do their duty. He shall receive visitors, give them all suitable information, and show them such parts of the building and grounds as are open to their examination.

MATRON.

It shall be the duty of the Matron to look carefully to the female patients, to be with them as much as possible, to direct the nurses in their duty, to see that the inmates are kindly treated, that their food is properly served and distributed, that their apartments are kept clean and in order, properly warmed and ventilated, and that the female attendants in all respects do their duty. It shall be the duty of the Matron, also, to superintend the kitchen, the cooking, the washing, and ironing, and take care of the clothes and bedding, and see that they are always clean and in good order.

APOTHECARY.

It shall be the duty of the Apothecary to take care of the Office, to prepare and put up all medicine, to see that all prescriptions be properly administered, and to ascertain as far as may be, the effect of the same.

To wait upon company and show the Hospital when the Steward is not present.

At the request of the Superintendent, to keep the record of the cases, to conduct the correspondence, copy letters, &c., and to do any other duty connected with the medical department of the Hospital required by the Superintendent.

It shall be his duty to see all of the patients at least once a day, and such of the males as are under medical treatment more frequently if necessary.

ATTENDANTS AND ASSISTANTS.

DUTY TO OFFICERS.

It is expected that every person in the Hospital will do all the duty required by the Superintendent, Steward, and Matron, readily and with cheerfulness; and these officers must be treated with respect on all occasions.

DUTY TO EACH OTHER AND TO THEMSELVES.

In the first place, self respect is enjoined on all, each one is responsible in his or her department, and should be ambitious to do the duties of it to entire acceptance.

Patients will look to Attendants for good examples, and *they* must be cautious in nothing to set a bad one.

The dress of the Attendants and Assistants must always be neat and cleanly. They must use no profane, obscene, or vulgar language.

They must treat each other cordially and civilly. Never indulge in loud talking or laughing, nor play at any game together nor with the patients, without leave from the Superintendent.

DUTY OF ATTENDANTS TO PATIENTS.

The Attendants are to treat the inmates with respect and attention. Greet them with good morning, and show such other attentions as will evince an interest in their welfare. Under all circumstances, the patients must be treated kindly and affectionately, must be spoken to in a mild and gentle tone of voice, soothed and calmed when irritated, encouraged and cheered when melancholy and depressed.

If the Attendant be provoked by insult, and abusive language, he must keep cool, forbear to recriminate, to scold or irritate, or dictate in language of authority, unless absolutely necessary; *never lay violent hands on a patient, except in self defence, to prevent his injuring*

himself or injuring others. Yet he must maintain his authority by dignity of deportment, and never cower or suffer himself to be looked out of countenance.

The muffs or mittens are never to be put on unless by order of the Superintendent, Steward, or Matron.

One Attendant must always be in the gallery with the patients, and he must not leave except to prepare the food for the patients, under any circumstances, but when relieved.

One Attendant must always be present at the meals, carve the food and distribute it to such as are not competent to do it for themselves, and to see that each one has his proper supply. He must also be careful that no knife, fork, or other article, be carried from the table by the patients.

On rising in the morning, the Attendants must see that the patients are properly washed, their hair combed, that they be decently dressed for the day, in season for breakfast.

The Attendants must never ridicule the patients, nor mock nor imitate them to wound his feelings, and if the patients engage in any improper topic of discourse, or any controversy, he

must in the gentlest manner check it; if this fails, he must interfere and not let the quiet of his gallery be disturbed.

The Attendant must never place in the hands of the patients any razor, knife, scissors, or other dangerous instrument, without permission of the Superintendent, Steward, or Matron, and he must see that no weapon whatever gets into the possession of the patients.

DUTY TO THE INSTITUTION.

The Attendants and Assistants must never leave the Hospital without permission from the Superintendent, Steward, or Matron, and always return by 9 o'clock in the evening, unless leave be expressly given to stay out longer.

When abroad, the conduct or conversation of the patients must not be reported.

It is expected that all Attendants and Assistants that can be spared from the Hospital, will attend church on the Sabbath.

No company shall be admitted into the gal-

leries occupied by the patients, except at regular visiting hours, but by express permission of the Superintendent. But all other parts of the Hospital may be exhibited by the Steward, Matron, or Apothecary, and it is expected that great respect and attention will be shown to strangers who visit the Institution.

It will be the duty of the Attendants to keep the patients' rooms and the halls perfectly neat and well ventilated—to have the beds made in proper season in the morning, all the doors of the rooms to be kept closed when the patients are in bed.

No Attendant or Assistant while connected with the Hospital, shall, at any time, make use of distilled spirits of any kind, at home or abroad.

Neither shall any Tobacco be used nor Cigar or Pipe be smoked about the premises.

No Attendant or Assistant shall discontinue service at the Hospital, without giving to the Superintendent or Steward, at least thirty days notice.

The Attendants must pay particular attention to the water closets, rinsing the pans thoroughly after use, and carefully closing the lid so that no patient can meddle with the same.

The Attendants must look well to all doors connected with the galleries at bed time, see that the patients' doors are all safely locked, and the doors communicating with the centre building all fast bolted, and also take care of all lights, keeping one in his own room or adjoining entry, always burning in the night.

It is expected that all persons who have duty to perform in the Hospital, will rise in the morning at the ringing of the Steward's bell.